

## State of Michigan Process for Scheduling Federal Courses

Effective 1/22/2014

**Purpose:** To enable the Michigan State Police, Emergency Management and Homeland Security Training Center (MSP/EMHSTC) to process and track recipients of federal courses taught in Michigan by utilizing MI-TRAIN for registration.

Each federal course has a minimum number of participants required and a maximum number of participants allowed. A responsibility of the course host is to reasonably ensure there is a strong interest in the course and that a minimum number of participants can be met locally. Please find out what your course's minimum number of participants is from the federal provider POC. You must be able to provide a list of at least half the minimum number prior to committing to host the course.

For questions regarding Emergency Management Institute (EMI) courses please contact our office by email to [msh-em@michigan.gov](mailto:msh-em@michigan.gov). For questions regarding National Domestic Preparedness Consortium (NDPC) courses please contact our office by email to [emhstc@michigan.gov](mailto:emhstc@michigan.gov).

- \_\_\_\_ 1. The local point of contact (course host) is required to send an email that has a subject line of: *Federal Course in Michigan, (federal course number, location, and date of course)* to the Michigan DHS Training Point of Contact at the email address [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov) with the following class information at least 90 days prior to class commencement. The body of the email shall include the following information:
  - a. Course name
  - b. Course date(s)
  - c. Course start and end time(s) for all days
  - d. Course description
  - e. Course location with full address
  - f. Expected number of students (approximate)
  - g. Minimum number of participants required for this course
  - h. Have at least half of the minimum number of participants been identified for this course? Y/N
  - i. Local point of contact (course host) name, phone number, and email address
- \_\_\_\_ 2. The Michigan DHS Training Point of Contact will approve, or deny, the requested training after reviewing the submitted information.
- \_\_\_\_ 3. The EMHSTC will register the course on MI-TRAIN.
- \_\_\_\_ 4. The EMHSTC will notify the local point of contact (course host) when the course is activated on MI-TRAIN and the students are able to register for the course. Student registration instructions will be provided by email to the local point of contact. All students must have or obtain a MI-TRAIN account.
- \_\_\_\_ 5. Sixty days prior to the course start date, if the maximum capacity is not met, the EMHSTC will advertise the course throughout the state, utilizing our available listservs in an effort to meet the required minimum enrollment for the course and/or to encourage a full course.
- \_\_\_\_ 6. The EMHSTC will email a course roster to the local point of contact (course host) approximately two days prior to the scheduled course start date.
- \_\_\_\_ 7. The local point of contact (course host) must indicate on the course roster which students did or did not pass the class. If there are students added to the course, they shall be written on the course roster at this time as well as create a MI-TRAIN account if they don't already have one.
- \_\_\_\_ 8. The roster must be returned to the EMHSTC within one week of the course completion date either by fax 517-322-6442 or by email [EMHSTC@michigan.gov](mailto:EMHSTC@michigan.gov) with the subject line of, *Federal Course Roster*. The students will then be marked as, completed, in MI-TRAIN a week after the roster is received.